King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 3 **Emergency Procedures**	
3.01.005, Inspection and Maintenance of First Aid Equipment	Approved By:	Director Allen Nance
	Effective Date:	August 11, 2022
	Reviewed By:	PRC
Distribution:	Review Date:	July 28, 2022

Purpose
To establish the locations where first aid kits, automatic external defibrillators (AEDs), Narcan/Naloxone sprays and emergency response kits will be kept and methods of ensuring that the kits remain fully stocked at all times.

Policy
It is the policy of this Department to make first aid kits, automatic external defibrillators (AEDs), Narcan/Naloxone sprays and emergency response kits available throughout the Department's facilities and vehicles for emergency use and to train staff in their use.

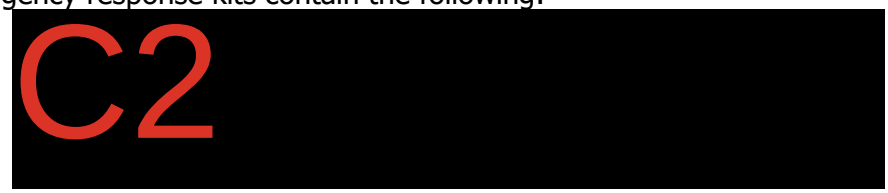
References

DAJD Forms:	Health and Safety Monthly Inspection Form
	King County Department of Adult Detention Incident Worksheet
	First Aid Kit Inspection Forms (F-522,)
Other:	Settlement Agreement with the United States Department of Justice
	King County Accident Prevention Program
	WAC 296-800, Safety and Health, Core Rules

A. General Guidelines

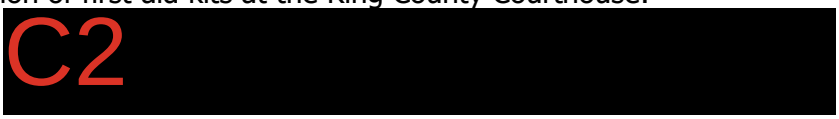
1. First aid and emergency response kits shall be:
   a. Provided throughout Department facilities.
   b. Stocked and inspected monthly by Maintenance and Supply.
   c. Secured with a tamper-evident seal by Maintenance and Supply.
2. First aid kits, AEDs, Narcan/Naloxone sprays and emergency response kits are only to be utilized in emergency situations.
3. Department staff shall be informed on the location and how to access the emergency response kits.
4. Department staff utilizing first aid kits, AEDs, Narcan/Naloxone sprays and emergency response kits shall document, in the unit, housing or floor control JMS shift logs, the use of items used from the kit and notify Maintenance and Supply or the Inventory Purchasing Specialist for restocking.
5. Authorized items for first aid kits will be denoted on the Health and Safety Monthly Inspection Form.

6. The emergency response kits shall be checked daily by the assigned Unit Officers, Floor Control Officers and Housing Control Officers.
7. Items contained in the first aid and emergency response kits shall meet or exceed the requirements of King County Safety and Claims Management.
8. Emergency response kits contain the following:
   a.
   b.
   c.
   d.
   e.



9. Location of first aid kits at the Seattle Division:
   a.
   b.
   c.
   d.
   e.
   f.
   g.
   h.
   i.
   j.
   k.
   l.
   m.
   n.

10. Location of first aid kits at the King County Courthouse:
    a.
    b.
    c.

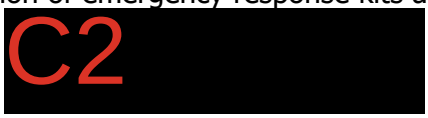


11. Location of first aid kits at the Kent Division:
    a.
    b.
    c.
    d.
    e.
    f.
    g.
    h.
    i.
    j.
    k.
    l.
    m.
    n.
    o.
    p.
    q.
    r.

s.
t.
u.
v.
w.
x.
y.
z.
aa.
bb.
cc.
dd.
ee.
ff.

12. Location of first aid kits at the CFJC Division:
    a.
    b.
    c.
    d.
    e.

13. Location of emergency response kits at the Seattle Division:
    a.
    b.
    c.



14. Location of Emergency Response Kits at the Kent Division:
    a.
    b.
    c.
    d.
    e.
    f.

15. Emergency Supply Bins at the CFJC Division are located C2 .
16. Location of AEDs at the Seattle Division:
    a. On every residential floor in the hallway outside of the East Unit
    b. Intake, Transfer and Release (ITR)
    c. Court Detail Ready Room
    d. Training Unit
17. Location AEDs at the Kent Division
    a. Roll call room
    b. Visiting
    c. North hallway
    d. South hallway
    e. East hallway
    f. ITR
    g. Court Detail
    h. Central Control
    i. Housing Control

18. Location of AEDs at the Juvenile Division
    a. ARV Health Clinic Room
    b. Health Clinic Main Hallway
    c. Supervisor's office
    d. Security Screening at the Main Entrance
19. Naloxone/Narcan
    a. At the Adult Divisions, Naloxone/Narcan will be located with all AEDs.
    b. At CFJC, Naloxone/Narcan will be located in the Health Clinic, Health Clinic Crash Cart, ARV Medical Cart and in every housing unit next to the first aid kits.

B. Procedure

1. Uniformed staff shall forward the Department First Aid Kit Inspection Forms (F-522) to Maintenance and Supply for filing or follow-up, as necessary.
2. Maintenance and Supply for the adult divisions and Inventory Purchasing Specialist for the juvenile division shall:
    a. Be responsible for the placement of first aid kits.
    b. Ensure that first aid and emergency response kits are in their designated locations.
    c. Inspect and stock the first aid kits and emergency response kits monthly, or as needed.
    d. Follow-up on any discrepancies or stock shortages.
    e. Ensure that an adequate surplus of first aid and emergency response kit items are kept on hand.
    f. Order more supplies, as necessary.
    g. Document the inspection and re-supply of the first aid and emergency response kits on Department First Aid Kit Inspection Forms (F-522, KF-210).
    h. Maintain a chronological file of the inspection forms.
    i. The Maintenance and Supply Sergeants are responsible for ensuring the monthly inspections are completed and filed for the adult divisions.
    j. Annual inspecting, maintaining and restocking of supplies are maintained by the Inventory Purchasing Specialist at the juvenile division.
3. AED Use and Storage
    a. At the Adult Divisions:
        i. Each AED shall be kept in its assigned location and be tested by Maintenance & Supply during the monthly First Aid Inspection.
        ii. If an AED is used, it must be taken to Maintenance and Supply until the usage data can be downloaded by the responsible medical authority.
    b. At the Juvenile Division
        i. Each AED shall be kept in its assigned location and be routinely tested.
        ii. If an AED is used, it must be taken to the Inventory Purchasing Specialist until the usage data can be downloaded by the responsible medical authority.
4. Naloxone/Narcan
    a. All staff must complete the Department's Naloxone/Narcan training prior to being authorized to use Naloxone/Narcan.
    b. At the Adult Divisions:
        i. Naloxone/Narcan will be stored with the AEDs.
        ii. If Naloxone/Narcan is used, the use must be reported to Maintenance and Supply so it can be restocked.

c. At CFJC:
   i. Naloxone/Narcan will be stored in the Health Clinic, the Health Clinic crash cart, the ARV medical cart and in every housing unit.
   ii. If Naloxone/Narcan is used, the use must be reported to the Inventory Purchasing Specialist so it can be restocked.